

HOW MUCH WILL IT COST?

Calculate the fee using **Table B** and also using the **Minimum fee schedule**. The highest amount is the permit fee.

Table B

Value of Proposed Work	Multiplier	Add Factor
\$0 - 100,000	X .009652	
\$100,001 - 300,000	X .009525	+ \$13
\$300,001 - 500,000	X .009410	+ \$47
\$500,001 - 700,000	X .009285	+ \$110
\$700,001 - 900,000	X .009155	+ \$201
\$900,001 - 1,100,000	X .009045	+ \$300
\$1,100,001 - 2,500,000	X .008894	+ \$465
\$2,500,001 - 5,000,000	X .008768	+ \$780
\$5,000,001 - 10,000,000	X .008641	+ \$1,416
\$10,000,001 or greater	X .007940	+ \$8,426

MINIMUM FEE SCHEDULE

Number of Trades	Maximum Value Proposed Work	Minimum Permit Fee
1	\$6,000	\$100
2	\$12,000	\$200
3	\$18,000	\$300
4	\$24,000	\$400
5	\$30,000	\$500
6	\$36,000	\$600
7	\$42,000	\$700
8	\$48,000	\$800

HOW CAN I CONTACT BUILDING INSPECTION?

For general information, please visit us at http://www.dallascityhall.com/building_inspection/index.html. There you will find the permit application form, permit checklists and fee schedule. If you still have a question, call 214-948-4480 and leave a message on our Interactive Voice Response System.

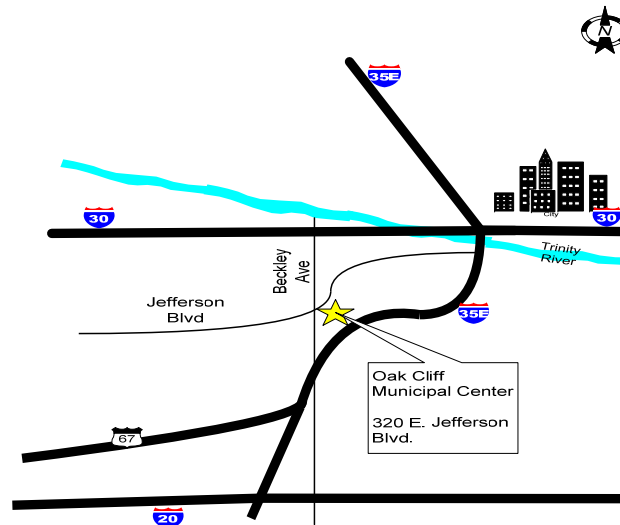
To make an inspection request or for a status of an inspection, please call 214-670-5313.

**Sustainable Development and
Construction Department**

Building Inspection Division

**320 E. Jefferson Boulevard
Dallas, Texas 75203**

214-948-4480



HOW TO GET A PERMIT TO ERECT A TENT



Sustainable Development and
Construction Department
Building Inspection Division

WHAT IS THE CITY'S DEFINITION OF A TENT?

A tent, as defined by Chapter 64 of the Dallas Building Code, is any structure, enclosure or shelter constructed of fabric or other pliable material supported by any manner, except by air or the contents protected by the material.

WHEN IS A PERMIT TO ERECT A TENT REQUIRED?

A **master permit** is required to erect a tent which will be used for temporary operations. A tent or other fabric or membrane structure or portion of a structure which is intended to be in place permanently must comply with the provisions regulating permanent buildings and structures.

A permit is **not** required for a tent, which either:

1. Covers an area less than 400 square feet, including all connecting areas or spaces with a common means of egress, or
2. Has an occupancy load of less than 10 persons.

WHAT IS A MASTER PERMIT?

Building Inspection issues a "master permit" which represent the authorization for all types of work on a construction project. Erecting a tent is normally the only type of work to be done, but it could be part of a project. In either case, a master permit is required.

WHERE DO I GO?

A permit to erect a tent may be obtained at the Permit Center located at 320 E. Jefferson, Room 118.

HOW LONG DOES IT TAKE?

Normally, a permit to erect a tent is issued while you wait.

WHAT ARE THE PROCEDURES?

1. Complete and submit a permit application to Building Inspection. The application must include two (2) copies of a site plan, drawn to scale, showing the location of each tent and permanent improvements on the premises, setbacks from adjacent property lines, guy wires and stakes, the number of off-street parking spaces as required by the Dallas Development Code. A floor plan showing seating arrangements and at least two exits is required for each tent 750 sq. ft. or greater in area.
2. Each tent must be constructed of flame-resistive materials as specified in the Dallas Fire Code. Two copies of the certificate-of flame-resistance must be submitted.
3. Every part of the tent, including guy wires and stakes, must be set back a minimum of 10 feet from all property lines and adjacent buildings and must comply with all building lines and minimum yard areas as required by the Dallas Development Code.

SPECIAL CONDITIONS

- If the tent is to be erected in or adjacent to a residentially zoned district, an approving petition must be submitted on a form provided by Building Inspection. It must also be signed by all property owners within 100 feet of the site, including streets and alleys, measured from the property lines of the premises on which the tent is to be erected. The petition form can be obtained from Building Inspections' web site (see reverse of side of this pamphlet).
- If the tent is being used for a special event, no permit application is required to be made to Building Inspection. For more information about obtaining a special event permit, call the Office of Special Events at 214/939-2701.
- If the tent is to be erected on City park property or in Fair Park, written authorization must be obtained from the Park and Recreation Department. Call the Park and Recreation Department Reservation Office at 214-670-8890.

WHEN WILL MY PERMIT EXPIRE?

A permit to erect a tent may be issued for a period of 30 consecutive days. In certain cases, the permit may be extended for an additional time period. For more information regarding extension of a permit to erect a tent, call 214/948-4480.